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17 June 1985

LIA 3

MEMORANDUM FOR: Director, Intelligence Community Staff
Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Director, Office of Legislative Liaison
Director, Public Affairs Office
General Counsel

19 JUN 1985

LOGGED

FROM: Executive Secretary

SUBJECT: Overdue Correspondence

1. In the last few weeks, we seemed to have reached a point where more items are being added to the "overdue suspense" list than are being taken from it. This applies both to internal suspense items as well as responses to correspondence received from outside. (This is something the DCI has flagged when he sees items which take, in his view, too long to reach him.)

2. As a way to get a better handle on meeting/tracking action items, earlier this year I agreed with your requests to make each of you the action addressee rather than one of your subordinate components. This way you could see what was being asked for and could ensure the necessary coordination, etc. For my part, it is easier to deal with a half dozen points of contact rather than two dozen.

3. In the near future, I will be working on a set of guidelines to be followed in meeting all Executive Secretariat suspense items (I will do this in consultation with your immediate staffs). In the interim, we will attempt to set suspenses that are reasonable. (If there is some problem in meeting one, however, please do not wait until the due date to let me know; this should be done early on and the date can be adjusted if at all possible.)

4. Two categories of items will continue to have suspense dates of one week or less:

a. Memoranda from the DCI or the DDCI (unless a longer time frame is indicated therein).

b. Correspondence from the Hill. D/OLL will have action on all of these but, as we all know, OLL must almost always rely on another component for the necessary input. If the suspense date cannot be met in the case of Congressional correspondence, then an interim reply/acknowledgement should be sent immediately indicating when we can anticipate a full answer will be available.

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cc: EX DIR
Comptroller
VC/NIC

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